

# VACANCY NOTICE

CS-376  
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>MAINTENANCE PERSON</u>	CLASSIFICATION CODE: <u>00339700 (UNCLASSIFIED)</u>
	SALARY RANGE: <u>28354-30529 (00309A)</u>	REFERENCE POSITION NO.: <u>243</u>
	Department or Agency Name <u>Executive, Military Staff</u>	APPLICATION PERIOD: <u>9/15/06-9/21/06</u>
	<i>Division/Section/Unit</i> <u>Maint of Fed Bldgs</u>	
	Assignment(s) / Comments <u>FLOATER//COMPRESSED WORKWEEK SUBJECT TO CHANGE</u>	
	Shift and Days: <u>Tues. to Fri. 7AM-5:30PM</u>	Job Location: <u>North Kingstown</u>
	Restrictions/Limitations: <u>LIMITED TO 9/30/07 FEDERAL FUNDS//LEAVE TO PROTECT 2/4/07</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No <u>      </u>	
	Name of Bargaining Unit Union: <u>COUNCIL 94, L2886</u>	
	There is <u>      </u> is not <u>X</u> a Civil Service List for this position <u>See A/B or Both for Specific Instructions</u>	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
• <b>Reasonable Accommodations:</b>		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• <b>Medical Information:</b>		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>	
	<b>SEE ATTACHED JOB DESCRIPTION</b>	
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <b>Education:</b> Such as may have been gained through the completion of twelve (12) school grades or G.E.D. equivalent. <b>Experience:</b> Such as may have been gained through: employment in building and plant maintenance work; Mandatory minimum of two-(2) years experience in building, electrical, mechanical, or plumbing trades. <b>SPECIAL REQUIREMENTS:</b> At the time of appointment, must possess and maintain as a condition of employment a valid Rhode Island driver's license and be subject to BCI and NAC background investigations for security purposes. Must have the ability to obtain a security clearance. See job specifications for additional requirements.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b> <b>NO FAXES PLEASE. MAIL IN ONLY.</b>	
	EXECUTIVE MILITARY STAFF ATTN: SUSAN JAY 705 NEW LONDON AVENUE CRANSTON, RI 02920	Telephone #: <u>275-4648</u> Fax #: <u>275-4053</u> TTY/TDD #: <u>RELAY 7 - 1 - 1</u> (Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

**UNCLASSIFIED**

**CLASS TITLE: MAINTENANCE PERSON**

**CLASS CODE: 00339700**

**GRADE: 00309A**

**POSITION #: 00243**

**LOCATION:** Floater – North Kingstown, North Smithfield and Coventry. (Base Location – North Kingstown, incumbent to receive assignments to work locations as directed).

**SCOPE OF WORK:** To perform various skilled and semi-skilled tasks in the maintenance of machinery, buildings and equipment; to perform skilled work of a journeyman level in several trades; and to do related work as required.

**SUPERVISION RECEIVED:** Receives general direction and instructions from a superior with wide latitude for the exercise of independent judgement; work is reviewed on completion.

**EXAMPLES OF WORK PERFORMED:**

Install and maintain plumbing fixtures, seam lines, steam heating and cooking equipment.

Cut, thread and install pipe for steam water lines.

Install electric circuits, wall plugs and lighting equipment; to repair and recondition fans.

To clean and oil all electrical motors, installed in real property facilities; i.e., pump house, sewer lift stations, boiler motors and circulators.

Operate lathes, millers, drills and other machine shop equipment.

Paint buildings, walls or other surfaces.

Masonry work in connection with buildings, foundations, walks and wells.

Repair doors, doorframes and furniture; to fabricate and install temporary partitions; to operate and maintain wood lathes, sanders, joiner, power saws, planers and related power and hand tools.

Make repairs to roofs and install flashing and spouts. Make repairs on refrigeration and air conditioning equipment. Maintain generators as required. Inspect and maintain all civil engineering motorized equipment (i.e. snow blowers, lawn mowers etc) semi annually or as required by supervisor.

Weld and braze metals by use of arc and acetylene welders.

Accomplish all required grounds maintenance and repair to include grass cutting, tree and shrub care, snow removal and grounds equipment maintenance. Snow removal to be accomplished with heavy-duty government snow plowing vehicles or snow blowers. Respond to all after hour's facility emergencies

Perform grounds and ohms testing on all required facilities IAW regulations.

Submit written requests for supplies and equipment, including determination of kind, size, quantity, quality, and estimated costs for hardware. Picks up supplies, materials, and parts with government vehicle(s).

To accomplish other related job assignments as required by the maintenance supervisor or facility manager.

**KNOWLEDGE, SKILLS, AND CAPACITIES:** Must have a working knowledge of the standard practices, materials, tools and processes involved in trades related to general building maintenance; working knowledge of the operation of mechanical equipment; a working knowledge of the use of common tools and materials; the ability to make varied repairs without supervision; the ability to supervise a small group of helpers; the ability to work from pencil sketches/diagrams and related capacities and abilities.

**SPECIAL REQUIREMENTS:**

The ability to obtain a military driver's license (Valid State of Rhode Island driver's license is mandatory and must be maintained throughout course of employment).

Subject to Bureau of Criminal Investigation and National Agency Check . Must have the ability to obtain a security clearance level of secret for access to flight line.

To obtain DOD certification for use of the following equipment:

Military Roll-Over Snow Plow  
Ten (10) Ton Dump Truck  
Five (5) Ton Dump Truck  
Military Snow Blowers

Backhoe  
Front-end Loader  
Flat Beds  
Bobcat

Forklift  
Military Sweepers  
Bucket Truck

**Job Specification Continued: Maintenance Person**

At time of appointment must be physically qualified to perform work assignments as evidenced by a physician's certificate.

**EDUCATION AND EXPERIENCE:** Such as may have been gained through completion of twelve (12) school grades or G.E.D. equivalent. Such as may have been gained through: employment in building and plant maintenance work, which involved at least two (2) years of building, electrical, mechanical, or plumbing trades. Or; any combination of education and experience that shall be substantially equivalent to the above education and experience.

Written: January 2004  
Revised: 06/06